



March 29, 2010

U.S Embassy Kuala Lumpur
376 Jalan Tun Razak
50400 Kuala Lumpur

Dear Prospective Quoter:

SUBJECT: Solicitation Number SMY300-10-Q-0535 Packing and Shipping Services.

The Embassy of the United States of America invites you to submit a quotation for Packing, Shipping, Storage and Forwarding Services for the U.S. Embassy Kuala Lumpur. The Embassy intends to award multiple contracts for these services.

The Embassy intends to conduct a pre-quotation conference at the site, and all prospective offerors who have received a solicitation package will be invited to attend. See Section 3 of the attached Request for Quotations (RFQ).

Your quotation must be submitted in a sealed envelope marked "Quotation Enclosed" to the Contracting Officer, David J. Kloesel, 376 Jalan Tun Razak, 50400 Kuala Lumpur on or before 1600 hours on April 28, 2010. No quotations will be accepted after this time.

For a quotation to be considered, you must also complete and submit the following:

1. SF-1449
2. Section 1, Block 23
3. Section 5, Representations and Certifications;
4. Additional information as required in Section 3.

Direct any questions regarding this solicitation to David J. Kloesel by letter or by telephone 603 2168 5063 during regular business hours.

Sincerely,

David J. Kloesel
Contracting Officer